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**VESSELS EXPECTED.**

THE ENGLISH MAIL.  
The P. & O. steamer *Arcturion*, with the English mail of the 7th November, left Singapore at 3 p.m. on the 3rd and is due on the 9th inst.

THE O. & O. steamer *Oceanic* with the American mail left on the 13th ult. left Yokohama on the 4th inst. and is due on the 10th inst.

THE CANADIAN MAIL.  
The C. P. steamer *Northey* with the Canadian mail, leaves Yokohama to-day (9th December) for Hongkong via ports.

The C. P. steamer *Farquhar*, with the Canadian mail, left Vancouver on the 30th November.

**MERCHANT STEAMERS.**

The Glen Line steamer *Northey* from London, left Singapore on the 2nd, and is due on the 10th inst.

The O. & O. steamer *Polyphemus* left Singapore on the 5th and is due on the 13th inst.

The Austro-Hungarian steamer *Pasaden* left Singapore on the 6th and is due here on or about the 13th inst.

The China-Shippers' Mutual steamer *Peking* left Singapore on the 7th and is due on the 15th inst.

The P. & O. extra steamer *Tuizen* left Bombay on the 27th November.

**POST-OFFICE NOTICES.**

The Postal Guide for 1891, revised to date will be found in the *Chronicle* and *Directory* p. 769. This is the only authorized complete Summary of Postal Information published in Hongkong.

The authorized List of Mails issued in connection with this paper is the one published twice each day in our Extra, which is corrected to a much later hour than that given below.

**MAILS WITH CLOSURE.**

For Haiphong and For Haiphong, to-day, the 9th inst., at 11.30 A.M.

For Shanghai, Per *Levencom*, to-day, the 9th inst., at 3.30 P.M.

For Amoy and Swatow, Yungking, to-day, the 9th inst., at 3.30 P.M.

For Shanghai, Per *Taiyang*, to-day, the 8th inst., at 3.30 P.M.

For Amoy and Higo, Per *Glengyle*, to-day, the 9th inst., at 3.30 P.M.

For Bangkok, Per *Chowfo*, to-morrow, the 10th inst., at 8.30 A.M.

For Singapore and Bombay, Per *Updell*, to-morrow, the 10th inst., at 11.30 A.M.

For Amoy and Manila, Per *Don Juan*, to-morrow, the 10th inst., at 3.30 P.M.

For Amoy and Manila, Per *Zagira*, to-morrow, the 10th inst., at 3.30 P.M.

For Straits and Calcutta, Per *A. Spencer*, on Thursday, the 11th inst., at 10.30 A.M.

For Amoy and Manila, Per *Francisco*, Per *Amoco*, on Thursday, the 11th inst., at 5.00 P.M.

For Straits, Colombo, and Bombay, Per *Pasaden*, on Thursday, the 18th inst., at 10.30 A.M.

For Yokohama and Soerabaya, Per *Oceanic*, on Thursday, the 18th inst., at 0.30 P.M.

For Port Darwin, Thiruvananthapuram, Cochin, Calcutta, Bombay, Madras, Sydney, and Melbourne, Per *Memur*, on Monday, the 22nd inst., at 3.30 P.M.

**MAILS BY THE FRENCH PACKET.**

The French Contract Packet, *Mohave* will be despatched on THURSDAY, the 18th inst., with Mails for the United Kingdom, Europe, and places beyond, via *Marceline* to Saigon, Straits, Cochin, and Soerabaya.

The usual hours will be observed in closing the Mails, &c.

The Post Office declines all responsibility for Unregistered Letters containing Bank Notes, Coins, or Jewellery, and where Registration has been neglected, will make no enquiries into alleged losses of such letters.

**MAILS BY THE UNITED STATES PACKET.**

The United States Mail Packet, *Oceanic* will be despatched on THURSDAY, the 18th inst., with Mails for the United States, Canada, Honolulu, Peru, &c., which will be closed as follows:—

0.30 P.M. Post Office closes, but Correspondence may be posted on board the Packet with Late Fee of 10 cents extra Postage until the time of departure.

The Post Office declines all responsibility for Unregistered Letters containing Bank Notes, Coins, or Jewellery, and where Registration has been neglected, will make no enquiries into alleged losses of such letters.

**MAILS BY THE GERMAN PACKET.**

The German Contract Packet, *Sachsen* will be despatched on THURSDAY, the 18th inst., with Mails for the United Kingdom, Europe, and countries beyond via *Brandenburg* to the Straits Settlements, Batavia, Borneo, Ceylon, India, Aden, and Suez.

Registry closes at 4.45 P.M. The mail closes at 5 P.M.

A Supplementary Mail will be closed on Sunday, the 19th inst., at 3 P.M.

The Post Office declines all responsibility for Unregistered covers containing Bank Notes, Coins, or Jewellery, and where Registration has been neglected, will make no enquiries into alleged losses of such covers.

**NAPIER JOHNSTONE'S**  
**SQUARE BOTTLE WHISKY**  
Superb quality.  
CUTLER, PALMER & CO. SELECTORS.  
Apply to  
**LANE, CRAWFORD & Co.**  
Hongkong.

**HONGKONG WHARF & GODOWNS**  
Goods received on STORAGE at Moderate Rates, with full wharf and Godown facilities.  
STEAMER CARGOES discharged on favourable terms.  
Apply to  
**MEYER & Co.**  
Hankow, 2nd July, 1897. 17157

**FOR SALE.**  
**CHAMPAGNE "MONOPOLE"**  
HEIDISIECK & Co.—  
MONOPOLE, REU REAL (medium dry).  
Do. "sec" (dry).  
Do. GOLD FLY.  
Do. DRY. (extra dry).  
CARLOWITZ & Co.,  
Sole Agents for  
HEIDISIECK & Co., RHINE.  
For Hongkong, China, and Japan.  
Hong. ang. 1st July, 1898. 15116

**FOR SALE.**  
**JULES MUMM & Co's**  
CHAMPAGNE, Qts. \$20 & Pk. \$21.  
DROS FRERES & DE GERON & Co's  
BORDEAUX CLARETS.  
WHITE WINES.  
CHAU, LEBOVILLE, at \$25 per Case of 6 dm.  
CHAU, MARCAUX, at \$28 per Case of 6 dm.  
CHAU, JULES & RICHARDY BREE.  
(Celebrated 7 years' Old WHISKY,  
at \$8.25 per Case of 1 dm.)  
GIBB, LIVINGSTON & Co.  
Hongkong, 10th November, 1897. 138

**LEUCHS' TRADE LISTS OF ALL COUNTRIES IN 36 VOLUMES.**  
NOW READY.  
The New Editions of ENGLAND, COUNTRIES, THE 17, SCOTLAND, IRELAND, WALES, and European Possessions, Vol. 27a. AMERICA, North, South, Central and West India, Vol. 30.  
THE PRESS.  
COLONIAL DIRECTORY of Africa, Asia, and Australasia, containing the Colonies of all Nations, and the Independent Empire and States.  
RUSSIA and POLAND, Vol. 24. ITALY, Vol. 26, and other volumes.  
C. LEUCHS & Co.,  
38, LITTLE BRITAIN, LONDON, E.C.  
ESTABLISHED 1794.  
(WHOLESALE PRICE LIST.)  
GOOD AGENTS WANTED. 11480

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text highlights the need for regular audits and the use of reliable accounting systems to ensure that all data is correctly recorded and easily accessible.

2. The second part of the document focuses on the role of management in overseeing the organization's operations. It stresses the importance of clear communication and effective leadership. Management is responsible for setting strategic goals, allocating resources, and ensuring that the organization's mission is achieved. The text also discusses the need for ongoing training and development for staff to maintain high performance levels.

3. The third part of the document addresses the issue of risk management. It outlines the various risks that an organization may face, including financial, operational, and reputational risks. The text provides guidance on how to identify, assess, and mitigate these risks. It emphasizes the importance of having a robust risk management framework in place to protect the organization's interests and ensure its long-term sustainability.

4. The fourth part of the document discusses the importance of compliance with relevant laws and regulations. It highlights the need for organizations to stay up-to-date with changes in the legal landscape and to implement measures to ensure full compliance. The text also discusses the consequences of non-compliance, including fines, penalties, and damage to the organization's reputation.

5. The fifth part of the document focuses on the importance of customer satisfaction and loyalty. It discusses the various factors that influence customer perceptions, such as product quality, service quality, and pricing. The text provides strategies for improving customer satisfaction, including listening to customer feedback, addressing complaints promptly, and offering personalized service. It also discusses the importance of building strong relationships with customers to ensure long-term loyalty.

6. The sixth part of the document discusses the importance of innovation and research and development. It highlights the need for organizations to invest in new technologies and processes to stay competitive in the market. The text discusses the various challenges associated with innovation, such as funding, talent, and market acceptance, and provides strategies for overcoming these challenges. It also discusses the importance of fostering a culture of innovation within the organization.

7. The seventh part of the document discusses the importance of sustainability and corporate social responsibility (CSR). It highlights the need for organizations to consider the environmental, social, and governance (ESG) impacts of their operations. The text discusses the various ways in which organizations can contribute to society, such as through philanthropy, community engagement, and sustainable business practices. It also discusses the importance of transparent reporting on CSR activities to build trust with stakeholders.

8. The eighth part of the document discusses the importance of data security and privacy. It highlights the need for organizations to protect sensitive information from unauthorized access and disclosure. The text discusses the various risks associated with data security, such as cyberattacks, data breaches, and loss of data, and provides strategies for mitigating these risks. It also discusses the importance of complying with data protection regulations, such as the General Data Protection Regulation (GDPR).

9. The ninth part of the document discusses the importance of employee engagement and retention. It highlights the need for organizations to create a positive work environment that motivates and inspires employees. The text discusses the various factors that influence employee engagement, such as job design, leadership, and organizational culture, and provides strategies for improving engagement. It also discusses the importance of offering competitive compensation and benefits to attract and retain top talent.

10. The tenth part of the document discusses the importance of strategic planning and implementation. It highlights the need for organizations to have a clear vision and strategy for the future. The text discusses the various steps involved in strategic planning, such as identifying opportunities and threats, setting goals, and developing action plans. It also discusses the importance of monitoring and evaluating the progress of the strategy to ensure it remains relevant and effective.



